

CONSERVATORS OF THE RIVER CAM

MINUTES OF A MEETING OF THE CONSERVATORS HELD IN COMMITTEE ROOM 1 (THE HEIDELBERG ROOM) AT THE GUILDHALL, CAMBRIDGE ON THURSDAY 21 SEPTEMBER 2006 AT 9.30am

Present: Professor M D I Chisholm (in the chair)

Conservators: Mr J Adams, Dr N Chancellor, Mr R Hardingham, Mr R Ingersent, Dr R Laws, Cllr M Lynn, Cllr I Nimmo-Smith, Mr L Phillips, Mr L J Pryce-Jones and Cllr T Ward.

Observers: Mr R T Bryant, Mr D Bradley and Cllr H Smith.

In Attendance: Mr R B Bamford (from Archer and Archer - the Clerks), Mr G Facer (Engineer), Dr P Noon (River Manager), Mr J R Wakefield (Deputy River Manager) and Mr C Sparkes (River Foreman).

And of the general public (who signed the attendance record): Mr J Leader, Mr J Rolls, Mr J Macnaghten, Mr R Moseley and Ms K Pateman.

Action Required

By

The Chairman opened the meeting by stating that this was a noteworthy day in the Conservators' history with the final handover from Engineer, Geoff Facer, and Clerk, Richard Bamford, to Dr Noon as River Manager and her Deputy Jonathan Wakefield. The Chairman took the opportunity to thank publicly both Mr Facer and Mr Bamford for their work for the Conservators and that they were owed an enormous debt of gratitude. When the Chairman took on his role in 1991, the 10-year funding projection led to bankruptcy, but now, after careful management, the outlook was healthy and the future was looking more positive. There was now a need to build up finances for future capital expenditure.

The Chairman announced that the next calendar year would be his last year as a Conservator, on the assumption that he would be re-elected as Chairman at the January 2007 Meeting. He asked Conservators present to think about appointing a Deputy Chairman as a likely successor.

The Chairman introduced Mr Richard Moseley who was to make a presentation on the CamToo Project. The presentation, based on Mr Moseley's recent presentation to the Institute of Civil Engineers, lasted approximately ten minutes after which the floor was open for questions. The Chairman allowed debate to take place until 10 a.m. sharp, whereupon the main Meeting commenced.

1. Apologies for absence had been received from Dr R D H Walker, County Cllr P Sales and Mr W Key.

2. Minutes of the Meeting held on 6th July 2006: These were approved after Colin Sparkes raised the point that the cill at Jesus Lock was made of wood, not concrete (5.1) and following 5.8, Cllr Smith reminded everyone present that she was named Hazel, not Helen. The word “noticed” in 6.4 was corrected to “noted” and the Chairman authorised to sign the same.
3. Matters Arising from those minutes as reported (not dealt with elsewhere on the agenda):

5.3 K.H. Construction was progressing work on the office. They had requested a part payment of £10,000 prior to completion. This had been paid over to them.

5.3.1 City Council Mooring Policy: The monthly invoices relating to the Bailiff’s attendance had been raised (3 to date, since 8th May 2006) and full payment had been received from the City Council.

7.1.4 Letterhead paper: It was agreed that the letterhead was to include a sub-heading thus: ‘*Statutory navigation authority for the River Cam between Cambridge and Bottisham Lock*’.

7.4 AINA: Philip Burgess and Ian White (of AINA) met with the Chairman, Engineer, River Manager and Deputy River Manager on 9th September. They toured the Backs by punt, courtesy of Rod Ingersent. This was followed by a tour of the lower reaches between Jesus and Baits Bite Locks aboard narrowboat ‘Rosie’. See Clerk’s Report.

7.5 Tree pollarding: The Conservators’ Officers were preparing to inspect the willows to see which of these would need major surgery by an external contractor during the winter (see Clerk’s Report).

4. Chairman’s Report:

The Chairman had nothing further to report besides what he had already contributed.

5. Hon Engineer and Control Officer’s Report:

The Conservators noted his report on:-

- 5.1 Proposed Works Affecting The River:
a) W S Atkins, acting Engineers for the County Council, had provided details regarding proposed strengthening works to the ‘bridge’ linking Mill Lane with Laundress Green. The cobbled area was to be taken up

and a new concrete deck was to be laid over the tunnels before replacement of the cobbles. The brickwork to the tunnels was to be re-pointed and stitched into the new deck. The parapet walls were to be similarly pointed and made good and stitched back into the main structure. The only temporary obstruction to the Navigation was to be some scaffolding in the Mill Pond along the parapet walls in order to facilitate the 'stitching'. There would be no direct effect on the river.

- b) The City Council, through its Engineer (Mott MacDonald), had made a tentative booking for lowering of the middle river for two days in early December to allow for other companies tendering for the proposed improvements to Bishops Mill to examine the structure in detail. The proposed works were to entail a general refurbishment of the existing arrangement, with upstream concrete nibs (curved door edges) being added to aid flow through the gates and electrification of the gate-lifting mechanism which had always been hand-wound.

River Manager

It was unclear at the time of the meeting whether a further lowering would be required to undertake the works, this being dependent upon the selected contractor's method statement but if so, it was expected that this would be repeated within the 06/07 lowering window.

The future operation of Bishop's Mill, rubbish removal, etc. would continue to be undertaken by the Conservators' staff under the SLA with the City.

- c) The County Council had requested the Conservancy's help in moving boats moored along a 130 metre long section of Riverside wall (in front of Museum of Technology and half the length of the recently developed Riverside pumping station site) for the period October 2006 to August 2007. This was to allow for construction of the new Bridge over the river. The complication at Riverside was that boats so removed would find difficulty in mooring elsewhere in the vicinity as most did not have City mooring permits. The County Council's engineers had been talking to the boat owners and it was hoped an amicable resolution would be met. The Conservators were not in a position to help the County since their enforcement powers cannot be extended to a third party. Mr Phillips queried where the boats would move to and there was no answer to this.

At the time of writing, a meeting with the City to review mooring arrangements was imminent, and the Control Officer believed that this issue would be discussed at that meeting. Mr Hardingham asserted that a mooring policy was needed for Riverside and that the above works would focus the County Council's attention on this problem.

- 5.2 Work Boat: The construction of the new workboat was progressing satisfactorily. A number of visits had been made to the boatyard at Brundall to monitor progress and resolve any constructional issues. The consensus was that the Conservators would be receiving a very well-built and functional craft.

At the time of the meeting, the Engineer reported that the hull was virtually complete with the engine, gearbox, water tanks and hydraulic systems all fitted. The wheelhouse was also nearing completion and was ready to be attached to the hull. The crane was built and was about to be fitted also.

HMS expected the craft to be completed by the end of September. Sea trials were to be undertaken at Brundall in conjunction with the river crew. The Chairman asked the River Manager to attend to the publicity for the official launch of the boat.

River Manager

- 5.3 Baitsbite Office: The building works to the office were reported to be complete, apart from 'snagging' which was to be carried out shortly.

The Engineer had intended to leave the plant room undecorated however, the River Manager felt that this area required a better finish plus there were some other small external items which were not included in the original specification such as repainting the fascias and replacing old guttering. The Engineer had obtained a quotation from the builder for these additional works of around £2,500 and the Chairman gave his approval to this expenditure.

The Conservators endorsed this decision.

River Manager

The Conservators' Officers met with a representative from Advance Security at Baits Bite. Given the remoteness of the site, it was thought that robust security measures should be put in place. Firstly, CCTV cameras were to be installed in order to monitor people entering the office building and using the lock. Secondly, a security shutter was to be fitted to the internal window of the office. The cost of the alarms with dialling to a remote phone(s) was given as £610 + VAT and the cost of the CCTV system was given as £1380 + VAT. The cost for the internal shutter was not available at the time of the meeting.

The Conservators agreed this expenditure.

River Manager

- 5.4 Halingway Posts: Work previously approved to install new posts at the Penny Ferry end of the Halingway was about to take place.

There had been an accident involving a cyclist at the Baits Bite end of the Halingway, when he crashed into the long-standing, lockable post positioned in the centre of the towpath. To help avoid such an incident occurring in the future, the Engineer had arranged for it to be replaced with two reflective lockable posts, identical to those being used at the Penny Ferry, Chesterton, positioned towards the outer edges of the path instead of the centre.

John Leader took the opportunity to remind the Conservators that the apron in front of the office at Baits Bite needed to be re-tarmaced and that the County Council had undertaken to attend to this as part of the Halingway cycle track improvement.

- 5.5 Baits Bite Sewage Treatment Plant: Following a recent maintenance inspection by contractors, the Engineer had reported that the plant was in need of de-sludging and that the outfall into the ditch was blocked with silt and debris.

The plant had been de-sludged satisfactorily and to complete the works, a quotation had been sought to pipe a short section of ditch from the plant outfall to the culvert, where the ditch passes under the Halingway. A rigid pipe would assist flow along this section with a view to preventing any future blockages.

River Manager

- 5.6 Registration: The Conservators' Officers were preparing to ask the Solicitors to commence legal proceedings against the owners of a number of unregistered craft. The Deputy River Manager had issued 20 letters and had received responses from a half-dozen boat owners.

There had been some difficulty in obtaining up-to-date information on registrations from the Environment Agency. Contradictory information had complicated your Officer's enforcement efforts. The exchange of information between the EA and Conservators' Officers was usually fluid and accurate. John Adams of the EA indicated that steps were being taken to resolve this problem and offered apologies on behalf of the EA.

6. Finance Report:

- 6.1 It was reported at the meeting that there was £340,000 on a Barclay's Treasurer's Deposit providing 3.895%. This sum was held in addition to £250,000 on Cambridge Building Society Hallmark Account earning 3.66% A.E.R. (N.B. This time last year we were receiving 3.545% and 3.55% respectively).

- 6.2 Registration income had been received in line with budget predictions and there was more to come, with the start of prosecutions. The Officers were confident that the budget figure would be surpassed. A number of boats remained unregistered and legal action was planned against these boat owners. Some of these boat owners were in possession of a mooring permit from the City Council and non-registration contravened their permit agreement, jeopardising their right to remain on City moorings.

River Manager

It was requested that in the future, the category 'Punt City' on the registration income report should be replaced with 'Punt City Clubs' for the sake of lucidity.

- 6.3 Pensions shortfall: The Employer's contribution rate to the Local Government Pensions Scheme in the current year was 14.6 %. There would be a phased increase of this Employer's percentage over the next five years, reaching 18 % by 2010/11.

The Local Government Pensions Scheme was reportedly in a state of flux. The Government had issued a Consultation Paper on 30th June 2006 setting out possible options for a 'new look' LGPS in England and Wales for 2008. Formal consultation on this new scheme was about to begin, with the new scheme coming into force in April 2008. The Conservators' Officers were unable to predict how these changes might impact on the Conservators' finances.

- 6.4 A budget comparison sheet was presented. From this, it was apparent that no funds had been forthcoming from the EA since they had failed to issue an official order in respect of the works carried out to date under the Memorandum of Understanding.

River Manager

7. Clerks' Report

7.1 Administration:

- 7.1.1 Bank Mandate Forms: The forms for changes of the signatories to the Bank and Building Society Accounts, as agreed at the 6th July meeting, had been signed by all representatives, with the exception of Dr Walker who had been overseas and was returning on 22nd September.

River Manager

- 7.1.2 Receipt books: Given diminishing stocks, twenty new receipt books had been ordered bearing the Baits Bite Lock address. The books had been delivered and the invoice had been received (£158.04). The officers expected this stock to last for at least five years.

- 7.1.3 Change of address: The new office address at Baits Bite was confirmed as:

Conservators of the River Cam
Baits Bite Lock
Fen Road
Milton Cambridge
CB4 6AF

Phone/FAX: 01223 863785

E-mail: to be confirmed

These changes were to be effective from 2nd October 2006. The telephone line had been Broadband-enabled.

The web site address was to remain the same (www.camconservators.org.uk). Cllr Nimmo-Smith was to continue his stewardship of this site until the River Manager was ready to take over this responsibility. The Conservators were requested to extend their gratitude towards Cllr Nimmo-Smith.

It was confirmed that the office would be occupied by the River Manager and her Deputy weekdays, 9 am to 5 pm.

- 7.1.4 Office furniture: Quotations had been sought from various suppliers. The phone and FAX machine from Geoff Facer (paid for by the Conservators) would be transferred to the new office. Geoff Facer had indicated that he would like to keep the filing cabinet. The Conservators were asked to offset the financial loss of this item from their inventory against the time that the Engineer had spent drawing-up plans for the new offices for which he had raised no charge.

The Conservators approved this proposal nem con.

River Manager

- 7.1.5 Mobile phones: The River Manager was to take over Geoff Facer's mobile after the meeting. Her Deputy would require a mobile phone, under the same contract terms as the river crew, allowing free calls between the five linked mobiles at a cost of £30 per month. Use of this O2 contract would make some savings on the BT telephone bill.

This purchase was approved by the Conservators.

River Manager

- 7.2 AINA: Following the visit by Philip Burgess and Ian White, the River Manager had been asked to provide an updated directory listing for the AINA website. Some of the sections on the Cam had been under construction for some time. The AINA office was keen to do a piece on the Conservators for the next AINA Network newsletter, to be published September 2006. In return for our subscription to AINA, the Clerks told the Conservators that we would receive consultations and updates on legislative changes (Boat Masters Licence, Small Passenger Boat Code etc.). AINA could prove to be additionally useful in identifying sources for obtaining grant monies (i.e. the possibility of Defra-funded stewardship of the Halingway trees).

Rod Ingersent had acted as the Conservators' representative at AINA meetings over the past few years but, with the River Manager's appointment, he was prepared to stand-down. The Conservators thanked Rod Ingersent for the time he had spent representing them to AINA. Should AINA require expert representation on issues such as the development of the small passenger boat code, Mr Ingersent should be allowed to deputise for the River Manager with the approval of AINA.

The Conservators approved for the River Manager to take act as their representative to AINA.

River Manager

Dr Noon had been invited to join the AINA Executive Committee by the AINA Directive. This Committee was formed of representatives from other navigation and harbour authorities, the EA, Broads Authority and The National Trust. Their brief is to determine inland navigation policies and direct the work of the AINA Executive. The Chairman was of the opinion that AINA had been impressed with the Conservancy compared with some other navigation authorities which were less viable financially. This invitation was seen to reflect AINA's favourable perception of the Conservators. At this stage, it was felt that

it would be in the best interests of the Conservators if Dr Noon were to decline this invitation until she had settled into her new post.

The Conservators, and the River Manager, agreed to decline this offer until a more suitable time.

- River Manager
- 7.3 Baitsbite Cottages Nos 1& 2: As reported by the Engineer, problems with the sewerage system and out-flow ditch were discovered during the standard half-yearly service on 9th August. The contracted service engineer reported that the outlet pipe was underneath the silt level in the ditch, causing the system to flood. Remedial works were required.
- River Manager
- 7.4 Baits Bite Lock: Following the visit from AINA and a joint safety inspection by the Conservators' Officers a quotation had been sought for the supply of cast-iron mooring bollards similar to those used by the Environment Agency. These would allow boaters to hold their vessels fast whilst going through the lock and when waiting alongside the landing stages. Boat owners had been tying-off to the lock-side railings thus causing a trip hazard which might lead to an insurance claim. The river crew had been asked if they could fit the bollards. The River Manager was asked to implement a regular inspection schedule of the lock.
- River Manager
- 7.5 Baits Bite Offices: An interim invoice of £9400 for the works completed to date had been received from the builder. The installation of the air-conditioning had been completed and the invoice had been received (£1704, less than the original quotation of £1750).
- 7.6 Bishop's Mill: The invoice to the City Council for the Service Level Agreement (1st April to 30th June) was issued on 12th July and payment had been forthcoming.
- 7.7 Boat Standards: There was nothing to report.
- 7.8 British Waterways: The Clerks had been invited to the British Waterways Annual General Meeting on 12th October in Birmingham. Mr Bamford and Dr Noon had declined to attend on this occasion. BW had been informed of the Conservators' new administrative arrangements. Following the visit by AINA representatives (see 7.2 above) attendance at future AINA meetings may be considered as an alternative to those held by BW.
- 7.9 Byelaws: The Clerks had received a letter from Dr R Laws concerning uncertainties as to who controls the river during events. He suggested some new wording for display on the web site to make it clear that event organisers may control traffic flow under the powers of Byelaw 6.11 providing that the event had been approved by the Conservators. This minor alteration would read as follows:

“Approved events on the River

These are the events on the River that the Conservators of the River Cam have approved under Byelaw 7.2. For these events only, byelaw 6.11 applies and vessels are required to pass such events only under instruction given by the event organisers through their marshals.”

After a short debate, it was decided that the delegation of powers under the terms of these clauses required further detailed consideration by the Conservators. A decision on this matter was therefore adjourned until the next meeting.

River Manager

- 7.10 Cambridge Sports Lakes: The Clerks had received a circular from South Cambridgeshire District Council which included an amendment to the boundary area of the proposed site. The proposers were reminded that they would have to enter into the necessary agreements with the Conservators prior to commencing any work on or to the river banks within the Conservancy Area. This was to apply also in the case of the Canal Bridge.

South Cambridgeshire District Council had planned a tour for their planning officers on 4th September to see the site of the proposed rowing lake near Milton / Waterbeach. Cllr Smith had arranged for this tour to include some sightseeing of the Conservancy Area. The Conservators’ Officers were notified and Cllr Smith confirmed that this visit had taken place.

- 7.11 Clayhithe Field: A member of the public had contacted the Clerks seeking to use the field at Clayhithe for a wedding reception on 26th August. The Clerks made it clear that the tenant, Mr D.R. Smart, was not permitted to sub-let under the terms of his lease agreement (limited to grazing only). As a goodwill gesture, the event was allowed to take place on the understanding that the Conservators would not be held responsible for any loss or damage that might arise from the use of the field. The River Foreman reported that the event passed off without any problems. This event was permitted on the understanding that the field would not be used for this purpose on a regular basis.

- 7.12 EA Memorandum of Understanding (SLA): The Clerks were awaiting an order from the EA so that the first quarterly invoice could be issued to them.

River Manager

- 7.13 EA Interchange Agreement: The annual boat count was conducted on 20th July by the Conservators’ Officers and EA observers Nathan Arnold (Team Leader, Great Ouse) and Mervyn Day (River Inspector). The boat count totalled 271 vessels, compared to 261 boats counted in 2005. The invoice for 271 vessels has been raised to the sum of £32,910.24 (last year, £29,654.56 was invoiced). Payment was expected shortly after the meeting.

Progress of the EA's Transport and Works Act Order had come to a temporary standstill. John Adams had confirmed that the current Interchange Agreement would stand for the 2007/08 financial year. The Chairman proposed that a formal exchange of letters would be required to cover this required accounting order, on the same terms as last year.

River Manager

The Conservators approved for this letter to be issued.

- 7.14 Equipment: Construction of the new work boat was progressing to schedule (see Engineer's Report). The staff had been investigating means of improving their detection of underwater objects. An 'aquascope' viewer (£32 inc. VAT) had been ordered to assist the crew in locating underwater objects. Quotations for other instrumentation (e.g. echo-sounder, fish-finder) were being sought and their suitability for this task was being assessed.
- 7.15 Fisheries: The half yearly rent for fishing rights was invoiced to the Cambridge Fish Preservation and Angling Society on 27th June 2006. Payment had been received.

The EA conducted its annual fisheries survey between Tuesday 22th and Friday 25th August inclusive. The Clerks had requested a copy of the EA's report for the Conservators' records.

River Manager

- 7.16 Grants: Nothing to report.
- 7.17 Grazing agreement – Mrs Barton (1.74 acres): This grazing licence was due for renewal on 30th September 2006. Your Officers were intending to increase the annual fee by £50 to £650. Under Archer & Archer's management, a £50 administration fee had been levied on this agreement. This would no longer apply under the new administration thus, the total rent payable by the tenant would be unaffected.

River Manager

The Conservators agreed to this rent being charged to the tenant.

- 7.18 1.98 ha.(4.69 acres) grazing land at Fen Road: The field remained unlet and the officers were planning a visit to this field with Carter Jonas to review its letting potential. Carter Jonas had been reminded that they needed to terminate the trespass that had been taking place.

River Manager

- 7.19 Jesus Lockkeeper's Cottage: A rent review had resulted in a slight increase to £1590 per month (divided between the 5 tenants) as of 5th July 2006. The Chairman reminded the Conservators that this income was very useful.

- 7.20 Jesus Lock: An operational safety review was conducted by the Conservators' Officers in August (see 7.4 above). Leakage from the downstream cill was causing concern and the officers were considering options to stem this water loss, possibly taking advantage of a period of river-lowering in the winter window to inspect and repair the lock. The EA were looking to upgrade the safety boom on the upstream side of Jesus Weir within the 2006/07 financial year as part of a national safety project. There was speculation that repairs to the lock could be coordinated with any works undertaken by the EA. The EA was planning similar works to the safety boom at Baits Bite Sluices as well. John Adams gave the Conservators further detail about this programme, explaining that buoys were most likely to be green in colour, not orange, as seen on the Thames. All present indicated that green would be the preferred colour.
- 7.21 Cambridge City Council - Local Plan enquiry: A final Inspector's report was published in May and the Local Plan was adopted formally on 20th July 2006. The Conservators were presented with a copy of the Council's letter. Cllr Ian Nimmo-Smith confirmed that the principle for future off-river moorings (i.e. a marina) had been upheld by the Local Inspector.
- 7.22 Miscellaneous applications:
- 7.22.1 Scudamores had issued four film licences at the time of writing (£50 each). Scudamore's had claimed their £10 commission fee per licence.
- 7.22.2 Gable Events had applied to hold a Dragon Boat Festival on 9th September 2006. The appropriate licence fee (£250) had been paid by them and the Control Officer had therefore, included it in the Events list on the Conservators' website.
- 7.22.3 Riverside Bridge: Cambridgeshire County Council had accepted the proposed £1000 fee to be levied in regard to closure of the river so that their contractors could complete works on the bridge. The County Council had been asked to contact the Control Officer with a minimum of 14 days advance notice of the required river closure so that the Conservators Officers could issue the appropriate notices / advertisements.
- 7.22.4 A church charity had requested permission for a Duck Race to be held between Clare Bridge and Garret Hostel Lane on 28th July. The organisers were advised that it would be more sensible to hold the event between Jesus Lock and Victoria Bridge so that the ducks might be collected with greater ease at the end of the race. The organisers were reminded of their responsibility to collect all rubbish at the end of

the event. No complaints or further news was received following this race.

7.23 Planning:

7.23.1 Your Officers have been advised of a minor modification to the boundary area for the proposed Sports Lakes Project on Fen Road but this modification was not seen to affect the Conservancy Area. The River Manager had written to South Cambridgeshire District Council explaining the retirement of the Engineer from his post and had requested for future consultations to be sent to the new office address.

7.23.2 Trumpington Development: The Conservators' Officers had provided a response to South Cambridgeshire District Council regarding the impact of the proposed Trumpington housing development (620 homes to be built by the year 2010). The development was to include a riverside park on land outside the Conservancy Area. The Conservators' Officers asserted that development that affected the navigation channel would require the appropriate permissions. The EA confirmed that Section 109 of the Water Resources Act would apply to this development and that any hydrological impacts would be taken into consideration, including the available depth of water for navigation.

7.23.3 Former Bayer Crop Science Ltd Site at Hauxton: Views on the developers' new mixed-use site were being sought amongst various consultees. The Clerks referred this to the EA, requesting that they might investigate its hydrological implications; but otherwise, the Clerks did not have any other concerns at this stage.

7.24 Pontoons at Quayside: The Conservators' Officers met the City Council's Officers on 2nd August concerning the City Council's proposal to fund a pontoon to fill the gap between Scudamores' and Tyrrell's present pontoons. This matched the position for a licensed pontoon mooted by Scudamores at the Conservators' meeting on 6th July meeting at which, the Conservators had asked their Officers to meet with Scudamores and report back. That meeting had been fixed for 21st August but was cancelled at Scudamores' request.

The Clerks presented copies of the City Council's formal request and their immediate response on behalf of the Conservators. The Clerks did not want to go into their proposal in depth at this stage. There were still a great many queries flowing from it which would need to be answered before any sort of decision could be made. Part of the proposal indicated that some 15 of the 20 independent punt operators would join a cooperative to which would be issued 5 or 6 touting permits. These 'licensed' touts would be able to bring their customers to the pontoon

on Quayside. However, the Clerks were concerned that the pontoon design had not allowed for punts (or anything else) to be moored to it. The Clerks wanted to ascertain what would happen once the customer appeared on the pontoon; an unseemly rush of punters arriving seeking custom or an orderly queue like the taxi rank at the station? Who was to oversee this? If the latter, where was this orderly queue to line up? With 15 punts waiting in the river there would be more congestion, from a navigation point of view, than at present.

The Clerks recommended that that these uncertainties would need to be considered in depth. Furthermore, the Officers would need to meet with both applicant parties to make sure that all aspects had been properly covered. The Clerks indicated that it would be sensible if the two parties were to meet together in the first instance before meeting with the Conservators' Officers so that all matters in contention had been fully aired and, hopefully, resolved between them.

Scudamores and Tyrrell's (now owned by Scudamores) pontoon Licences run through to 31st March 2010. The Licences also contain a clause:

"To permit all other river users at all reasonable times (but only when the Licensee's own operations permit such use) to embark and disembark at the pontoons but not to ply for trade from the pontoons nor to moor against the pontoons."

Thus, to some extent the interests of the public had been taken into account in these Licences.

- 7.25 Registration: Scudamores had brought some additional punts down from the upper river for the May Week. In keeping with last year, an invoice was raised for the temporary registration of these punts. This fee had been paid by Scudamores.

The Conservators' Officers had asked the Solicitors to commence proceedings against a first batch of boat owners for non-payment of registration fees following issue of the necessary non-conformity Notices. As reported by the Engineer, the Officers have experienced difficulty extracting up-to-date information from the EA; some boaters had claimed to have paid but the EA had no record of a licence having been issued. This had delayed enforcement action slightly.

River Manager

The River Manager had written to the EA suggesting that the Conservators' Officers were well placed to act as navigation licence vendors on their behalf, undertaking this service on a commission basis. No reply had been forthcoming.

- 7.26 River Incidents: 'Winslow Revival' (registered vessel G17353) interfered with a Cambridge Rowing Association event on the 4th July 2006. The Officers wrote to the vessel owner asking him if he could provide an explanation for his actions and if he failed to do so, warning that the Conservators could take formal action against him for his breach of the Byelaws. In a letter dated 10th July 2006, he claimed that he was unaware of an event taking place at the time; when he was hailed from the bank he felt that there was no suitable place for him to pull over. However, he did extend his apologies to the Conservators and asked whether the CRA would consider formally notifying boat owners when navigation might be restricted for the purpose of rowing events in the future. This debate was taken-up by several Conservators and Observers. Clearly, procedures and enforcement would be items that the River Manager could progress with various parties in the future.

River Manager

A cyclist collided with the bollard at Baits Bite Lock on the evening of 15th July 2006 and injured his neck. An ambulance attended the accident. One of the paramedics in attendance told Jim Russell (CFPAS Bailiff) about the incident and details were passed on to the Engineer. The Conservators insurers were notified of the incident in preparedness for any potential claim.

Your Officers were informed of an assault at the Town Bumps on 19th July 2006 involving the master of a vessel with registration number 72026. The witness was advised to report the assault to the Police. The Officers contacted both the EA and British Waterways in an attempt to trace the vessel owner however, neither organisation had a recent ownership record on file. The boat was not a regular visitor to the Cam and therefore, the River Bailiff had no record of it, either.

7.27 River Work:

- 7.27.1 The EA had asked the river crew to cut weed on their behalf at Burwell and Reach Lodes in mid-July. The EA had been issued with a national directive to prevent any fish deaths by monitoring oxygen levels in the water before and during the cut. Once the crew had been given the consent to proceed, the exercise was abandoned for a different reason: a large number of fish fry were being caught up in the dense weed. The Officers were due to issue an invoice for approximately £3600 for the time allocated to this exercise.

River Manager

- 7.27.2 The Officers had been contacted verbally about the possibility of dredging a private cut at the Cambridge Motor Boat Club during the winter. The Club had been asked to make a formal application in writing so that a quotation for the works could be issued to them.

River Manager

- 7.27.3 Piling work had been suspended pending the receipt of more piles from the EA.

- 7.28 Rubbish Clearance: Cambridge City Council had advised the officers that their budget for this task amounted to £10,480 for this year. This was invoiced on 24th July 2006 and payment had been received. The City Council's officer had applied to have this amount increased but provision for this had not been included in the City's 2006/07 budget. A bid has been put in by the City Council's officer for £15,000 to be budgeted for 2007/08. To support this application your officers had been asked to provide costings for this work to the City Council. This would be attended to once the MOU with the EA had been approved (see 7.12).

River Manager

- 7.29 Staff: 'Will' Chipchase had been undertaking general duties during periods when the River Foreman and Bailiff had taken annual leave. The officers were awaiting his invoice.

River Manager

J Sparkes (son of the River Foreman) was due to undertake a two-week work placement, organised by his school, working alongside the river crew in early October.

- 7.30 The Halingway / Cycleway resurfacing: The Clerks were still awaiting return of the signed agreement from Cambridgeshire County Council in respect of the lease of The Halingway. The Conservators' Solicitors were pursuing this.

A number of properties along The Halingway had been encroaching onto The Halingway with paths and hedges. The Conservators were presented with a photographic example. The Clerks felt that granting licences to the various home owners might not be the best way forward due to difficulties with future enforceability. The Clerks proposed a more straightforward solution by the granting of deeds of easement, at the property owners' expense. In either case, an up-to-date plan of The Halingway was required, showing its boundaries compared to adjoining properties, so that the Conservators' rights could be properly defined for the future. The home owners would have to be approached with considerable diplomacy, some of whom were probably able to claim rights to such access through historic use. There would be a cost to these home owners: they would be required to obtain their title

deeds from their mortgagees and possibly, have such documents altered. One adjoining property owner had been asked to remove a gravel pathway and return it to grass, which he had done to your Officers' satisfaction. However, the Clerks had not sought to ask for an easement from him yet.

The Clerks proposed that registering the Conservators' ownership of The Halingway, and the other properties, at The Land Registry would ease ownership problems in the future. The Conservators were informed that Jesus Green Lockkeeper's House, the bulk of the Halingway and the Conservators' House at Clayhithe were without proper title deeds. All depended on a statutory declaration made by the Solicitor at Cambridge City Council. The City Council could not hand over (or find) the deeds when Archer and Archer took over as Clerks. While it was not compulsory to register land until a transaction took place, the Clerks indicated that there is increasing pressure from government to see that all land is registered.

River Manager

The Chairman asked the River Manager to take forward the formal survey of The Halingway in parallel with informal discussions with the householders and to report progress at the next meeting.

7.31 Website: Cllr Nimmo-Smith had recently updated the website to include additional autumn events and the Agenda and Minutes from the January, April and July 2006 meetings.

8. Dates of Next Meetings:

The meetings for Thursday 11th January 2007, Thursday 12th April 2007, Thursday 5th July 2007 and Thursday 20th September were confirmed and Thursday 10th January 2008 was agreed.

There being no other business the meeting closed at 11.30 am.